



SECTION 2



QUICK REFERENCE GUIDE


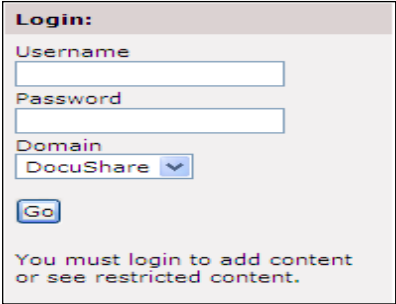
2. QUICK REFERENCE GUIDE



2.1 LOGINS AND PASSWORDS

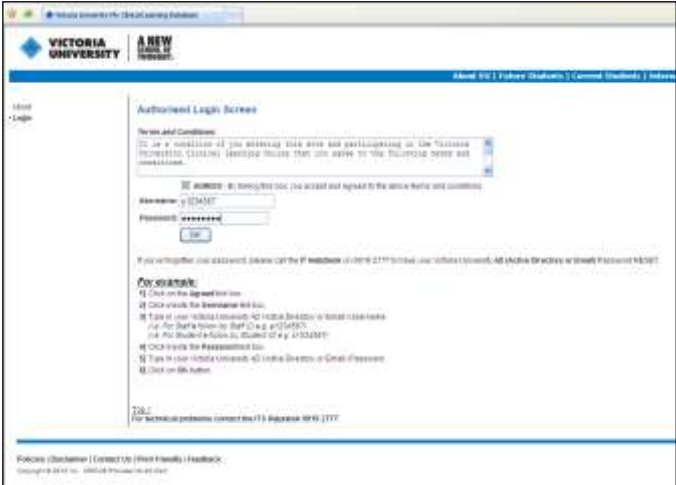
Access	Login Details	Password Problems?
<p>Active Directory (AD)</p>	<p>Username: s<student ID number> eg. s1234567</p> <p>Your firsttime password: Temp<date of birth>i.e. Temp12031976</p> <p>Domain: AD (Active Directory)</p> <p><u>Please note 'Temp' has a capital T (see Section 3 for detailed information & password complexity requirements)</u></p> 	<p>See IT Support Staff on your campus or contact the ITS Service Desk on 9919 2777</p>
<p>Email</p>	<p>To access: http://mail.live.com or http://live.com</p> <p>Username: firstname.lastname@live.vu.edu.au Eg. john.smith@live.vu.edu.au</p> <p>Default Password: <date of birth> in the format ddmmyyyy eg.12031976 (see Section 5 for further information)</p> 	<p>See IT Support Staff on your campus or contact the ITS Service Desk on 9919 2777</p>

Note: AD and Email accounts are automatically created for all students. Account creation depends on a student successfully enrolling at the University and paying appropriate fees in full. Once enrolled successfully, accounts are created within 48 hours. Please note that both email and AD accounts are synchronised, which means that when changing your AD password, this will also change your email password automatically to your newly reset password.

Access	Login Details	Password Problems?
<p>Library E-Resources</p> <p>(E-Journals, E-Books, Databases, Online Videos & Past Exams)</p>	<p>To access: http://library.vu.edu.au/</p> <p>Student Number: 1234567</p> <p>Library PIN: The 4-6 digit PIN used for borrowing, placing holds and renewing items (see Section 6.3 for PIN information)</p> 	<p>See Library Staff on your campus or call 9919 4266 for further assistance</p>
<p>MYVU Portal</p> <p>(access to personal details, exam information, results)</p>	<p>To access: http://myvuportal.vu.edu.au/</p> <p>Username: s<student ID number> eg. s1234567</p> <p>Default Password: Temp<date of birth> in the format Tempddmmyyy eg. Temp12031976 (Please note 'Temp' has a capital T) (see Section 7 for further information)</p>  <p>Note: Current students will use their default login details</p> <p>Username: <student ID number> eg. s1234567</p> <p>Password: <date of birth> in the format ddmmyy eg. 120376 (see Section 7 for further information)</p>	<p>'Ask a Question' through www.vu.edu.au/askvu or phone the Student Contact Centre on 9919 6100 or visit a Student Service Centre.</p>

Access	Login Details	Password Problems?
<p>Blackboard/ WebCT</p>	<p>To access: http://webct.vu.edu.au</p> <p>Login access to this system uses your LDAP login details which is as follows:</p> <p>Username: s<student ID number> eg. s1234567</p> <p>Default Password: <date of birth> in the format ddmmyyyy eg. 12031976 (See Section 9 for further information)</p> <p>Note: WebCT/Blackboard can also be accessed via http://myvuportal.vu.edu.au/ website.</p>  <p>The screenshot shows a 'Log In' window with two input fields: 'User name:' containing 's1234567' and 'Password:' containing '*****'. There is an 'OK' button below the fields.</p>	<p>See IT Support Staff on your campus or contact the ITS Service Desk on 9919 2777</p>
<p>Docushare</p>	<p>To access: http://business.tafe.vu.edu.au/dsweb/HomePage</p> <p>"No login required to view public materials. Username and password is supplied by your teacher for special projects."</p>  <p>The screenshot shows a 'Login:' window with three input fields: 'Username', 'Password', and 'Domain'. The 'Domain' dropdown menu is set to 'DocuShare'. There is a 'Go' button below the fields. Below the form, it says: 'You must login to add content or see restricted content.'</p>	<p>Contact the System Administrator Chris.Cairns@vu.edu.au</p>

Access	Login Details	Password Problems?
<p>Intranet Access from Home</p>	<p>Login for the intranet is the same as your student WebCT account. The default login detailed below:</p> <p>Username: s<student ID number> eg. s1234567</p> <p>Default Password: <date of birth> in the format ddmmyyy eg. 12031976</p> <p>Changing your WebCT password will change your intranet password.</p> <p>To Access: Go to http://www.vu.edu.au/For-Staff Click on VU Intranet Access link.</p> 	<p>See IT Support Staff on your campus or contact the ITS Service Desk on 9919 2777</p>
<p>MyPC Booking System</p>	<p>To access: http://w2.vu.edu.au/library/webaccess/pcbooking/</p> <p>Username: s<student ID number> eg. s1234567</p> <p>Password: same as your Active Directory Password (AD)</p> <p>Note: As soon as you make a booking, you can use any PC immediately. The message “Reserved for s1234567” will display on the screen.</p> 	<p>See Library Staff on your campus or call 9919 4266 for further assistance</p>

Access	Login Details	Password Problems?
<p>My Clinical Learning Database</p>	<p>To access: http://wcf.vu.edu.au/mclearning/</p> <p>The following details are synchronised with the Active Directory (AD) system that is used to login to Library and lab PCs:</p> <p>Username: s<student ID number> eg. s1234567</p> <p>Default Password: Temp<date of birth> in the format Tempddmmyyy eg. Temp12031976 (Please note Temp has a capital T) (see section 3 for information & password complexity requirements)</p> <p>Note: Please ensure the "AGREED" check box is ticked</p> 	<p>Please contact the ITS Service Desk on 9919 2777 for Password resets or Technical Difficulties.</p>

2.2 IT SUPPORT LOCATIONS

Campus	Location
City Flinders Lane	Basement Level, Room B.17
Footscray Nicholson	Building Beanland, Room N.203
Footscray Park	Building D, Level 4, Room 4.02
Footscray Park Library	Building P, Level 2, Room 2.16
King St	Level 2, Room 2.010
Melton	Building 1C, Room C.14
Newport	Room A.018
St Albans	Building 5, Room 102 (Front Reception) Building 7, Level 2, Room 7.201B Building 10, Level 1, Room 10.136A
Sunshine	Building Whitten, Room 3.038
Queen St	Records Office, Level 3, Room 3.04
Werribee	Building 3, Room 3.127